

Tender Name: Laptops for CUE

Tender Number: CUE-RFP-0001

Deadline Submission date: Sunday, 10th / January / 2021

Please refer to the Bid Requirements section below:

Dear Sir / Madam,

CUE is looking for a supplier to provide the items/services shown in Attachment 1 at competitive price and high quality.

General Requirements:

- 1) The vendor must be registered with federal government tax regulations in Iraq and the Kurdistan region.
- 2) Experience in supplying Universities, Education institutes, Governmental institutes, International Organizations, Non-Governmental Organizations, or large private companies, will be advantageous.
- 3) The University reserves the right to request any additional information that it deems necessary to decide on any proposal.
- 4) CUE retains the right to reject, cancel, negotiate, amend, split, and accept any offer without considering the lowest offer.
- 5) This is an invitation to vendors and is not a promise or obligation that CUE will contract with suppliers through the submitted offers.
- 6) Relevant bid committee may request or visit the vendor location to see and evaluate physical samples of some items during bids' evaluation process.
- 7) Bidders will be invited to be present at the time of opening the bids.

Payment Terms:

- 1) The quotation should remain valid for a period of at least (60) days from the submission closing date.
- 2) Payment shall be after delivery, within 14 working days of receiving the correct & detailed invoice.
- 3) Payment will be made via direct cash or cheque (bank fees are the supplier's responsibility) or bank transfer (bank fees are the responsibility of the supplier).
- 4) Payment shall be made upon verification and acceptance of goods/services per contract and upon presentation of correct, itemized invoice.

Requested Information

The submission must include:

- Full legal address and contact details of the company
- Name of company's official owner and copy of his/her ID.
- Copy of company registration certificate.
- Evidence of previous similar works implementation, if any.
- Bank account information if available.
- The vendor must read, sign & stamp the Attachment (2) related to SUPPLIER CODE OF CONDUCT.

Bid Requirements:

Offers that do not meet the following will be automatically rejected regardless of price:

1. Offers must be received before the stated deadline **Sunday, 10th / January / 2021.**
2. Offers must include all information requested above.
3. Offers must include photos/Videos/Samples of the provided items by the vendor according to the request.
4. Unit prices must be provided for all line items. Offers that only include totals will be rejected.
5. Bids that include mistakes in calculations within the Bill of Quantities will be excluded from the competition.
6. The bid must be submitted to CUE in a sealed and stamped envelope. Any missing documents may cause the entire offer to be rejected.
7. Offers must be clean & clear from any mistake, corrections, or deletions.
8. Offers must be complete, signed on a clear date, and stamped on all pages and attachments.
9. Bidders are not permitted to alter the offer or proposal after the closing date. However, any bidder may be requested to clarify an aspect of an offer or proposal in writing, but a change in the substance or price of the offer or proposal may not be sought, offered or permitted.
10. Supplying the items will be through a contract that will be signed with the successful bidder.

Delivery Instructions:

All bids should reach CUE before **(Sunday, 10th / January / 2021)**

- 1- Submitted bids must be complete, stamped, and signed in a sealed and stamped envelope.
- 2- Bids should be delivered by hand to CUE – Reception
- 3- CUE location: Erbil, Ankawa, 189 District, Baherka new road near Majdal Hotel and Gratus Hotel.

Contact information

For any further information, please contact CUE through the following:

- 1- Email address: procurement@cue.edu.krd.
- 2- Mobile no.: +9647506013333

Company information

Company name:

Legal address:

Telephone Number:

Company website:

Company registration number:

Authorized manager's Name:

Authorized manager's email:

Authorized manager's Mobile no.:

Other information:

Please indicate here below the number and title of the attachments you provide as evidence for the similar implemented works.

Full name of the authorized person:

Position:

Mobile no.:

Email address:

Date:

Signature and Stamp:

Attachment 1

Offered Prices Document

- 1- Only the following brands are acceptable, and 9 laptops are needed from one of the followings:
 - a. HP Elitebook 840 G7
 - b. Lenovo Ideapad L3
- 2- Please fill the below table with the offered brands, specifications and prices:

No.	Brand name	Item name, description and specifications	UOM	QTY	Unit price	Total price	Comments and Warranty clause	Expected time of delivery
1		<ul style="list-style-type: none"> ▪ Processor: 10th generation Intel® Core™ i5 or i7 T or K or H ▪ RAM: 8 GB or 16 GB, ▪ Storage: 512GB SSD +/- 1 TB HDD ▪ Display: 14 "or 15.6" Full-HD (1920 x 1080), ▪ Graphics Card: NVIDIA ▪ Windows 10 Pro license ▪ 1 Year warranty 	piece	9				
2		<ul style="list-style-type: none"> ▪ Processor: 10th generation Intel® Core™ i5 or i7 T or K or H ▪ RAM: 8 GB or 16 GB, ▪ Storage: 512GB SSD +/- 1 TB HDD ▪ Display: 14 "or 15.6" Full-HD (1920 x 1080), ▪ Graphics Card: NVIDIA ▪ Windows 10 Pro license ▪ 1 Year warranty 	piece	9				

Offer validity duration:

Any other remarks:

Full name of the authorized person:

Position:

Mobile no.:

Email address:

Date:

Signature and Stamp:

Attachment 2

Supplier Code of Conduct

At Catholic University in Erbil, we believe acting ethically and responsibly is not only the right thing to do but will also lead to better execution of our responsibilities. CUE has adapted UN's Supplier Code of Conduct to clarify our global expectations in the areas of work integrity, respect for fundamental human rights, social justice, and human dignity, and respect for the equal rights of men and women serves as overarching values to which suppliers of goods and services to the CUE are expected to adhere.

1. Scope of Application

The provisions of this Code of Conduct set forth the CUE's expectations for all suppliers that are registered with the CUE or with whom it does business. The CUE expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The CUE expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors and that it is done in the local language and in a manner that is understood by all.

2. Continuous Improvement

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the CUE. The CUE expects suppliers to strive to exceed both international and industry best practices. The CUE also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The CUE recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to improve their workplace conditions accordingly continually.

3. Management, Monitoring and Evaluation

The CUE expects that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The CUE expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders. The CUE may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the CUE. To review the progress of suppliers and subcontractors in implementing the Code of Conduct, the CUE may take various supporting initiatives, including requesting suppliers to commit to the Global Compact, to self-certify that they comply with the Code of Conduct and, in some cases, to conduct on site evaluations and inspections of supplier facilities and those of their subcontractors.

Labor

4. Freedom of Association and Collective Bargaining: CUE expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

5. Forced or Compulsory Labor:

The CUE expects its suppliers to prohibit forced or compulsory labor in all its forms.

6. Child Labor:

The CUE expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.

7. Discrimination:

The CUE expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on the grounds of race, color, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract, takes place.

8. Wages, Working Hours, and Other Conditions of Work:

The CUE expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations, or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work, and other work conditions provided by suppliers should be not less favorable than the best conditions prevailing locally for work of the same character performed in the trade or industry concerned in the area where work is carried out.

9. Health and Safety

The CUE expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without health risk; (b) the chemical, physical and biological substances and agents under their control are without health risk when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

HUMAN RIGHTS

10. Human Rights:

The CUE expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment

The CUE expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment, coercion, or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Mines:

The CUE expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

13. Environmental:

The CUE expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations regarding protecting the environment. Suppliers should, wherever possible, support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility, and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

14. Chemical and Hazardous Materials

Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

15. Wastewater and Solid Waste

Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required before discharge or disposal.

16. Air Emissions:

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

17. Minimize Waste, Maximize Recycling

Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical Conduct

18. Corruption

The CUE expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

19. Conflict of Interest

CUE suppliers are expected to disclose to the CUE any situation that may appear as a conflict of interest, and disclose to the CUE if any CUE official or professional under contract with the CUE may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

20. Gifts and Hospitality

The CUE has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The CUE will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The CUE expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a CUE staff member in order to facilitate the suppliers’ business with the CUE.

21. Post-employment restrictions:

Post-employment restrictions may apply to CUE staff in service and former CUE staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. CUE suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as a CUE supplier or to do business with the CUE, in accordance with applicable CUE policies and procedures.

We encourage CUE suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

Full name of the authorized person:

Position:

Mobile no.:

Email address:

Date:

Signature and Stamp: